

751 W 4th Street
KUNA ID 83634
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www.KunaCity.id.gov

**Building Department
Supervisor**
Dawn Stephens

Building Inspector
Steven Barker

Permit Technicians
Alex Everhart
Ariana Welker



Commercial Building / Tenant Improvement Permit Digital Submittals

We will need an email with your company's information: address, phone number, and contact person as well as the project name. We will create a Dropbox folder for you and email you the link.

1. Download (in your Dropbox folder) a full-sized set (24 x 36) of construction plans including Electrical, Mechanical and Plumbing sheets referencing **IBC 2018**. ONLY the construction set goes into Dropbox.
*Commercial and T.I. Submittals MUST be stamped by a design professional.
2. Please email the following with individual PDF attachments to BOTH Dawn (dstephens@kunaid.gov) and Ariana (awelker@kunaid.gov)
 - Commercial Building Permit Application – ALL lines need to be filled in completely
 - The estimated cost of construction (Contractor's Bid document with the scope of work on company letterhead) including their license number, address and contact information. *Electrical, Plumbing and Mechanical costs should not be included in the estimated construction cost, they should be listed as separate line items.
 - The estimated Mechanical cost + (Bid document on company letterhead)
 - 1 Site Plan 8 ½ x 11
 - 1 Floor Plan 8 ½ x 11
 - 1 Plumbing Fixture Count Sheet 8 ½ x 11 (From the construction set)
 - \$200.00 Submittal Fee (We can accept credit card payment by phone for this fee)
 - Irrigated landscaping square footage if applicable

Commercial Building / Tenant Improvements require 4 different Inspector's reviews prior to permit fee processing but they are all very prompt when we call out for a review.

Kuna Fire will need to review the plans for life safety and their own permits. The City will send the plans to Kuna Fire. You will need to fill out their form at <https://www.kunafire.com/certificate-of-value-plan-reviews> and pay their fees. We will need a copy of the Fire Department's plan review payment certification when you pick up.

ACHD will need to review the plans for impact fees. This is done separately from our processing. You can submit your plans to us while they are doing their review. We will need a copy of the impact fee payment receipt when you pick up your permit.